



**AGENDA
REGULAR MEETING**

**BOARD OF TRUSTEES
LITERACY FIRST CHARTER SCHOOLS**

**May 12, 2021
4:00 pm 698 W Main St.
or
via Zoom Login:**

<https://us02web.zoom.us/j/87658159449?pwd=Uk1Hai9BRWJ4SVNUb21URTIPM2xqQT09>

Meeting ID: 876 5815 9449
Passcode: ryBdF6

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

The Literacy First Charter Schools ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Communications." "Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed three (3) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 799 E. Washington Ave., El Cajon, CA 92020

In compliance with the Americans with Disabilities Act (ADA) and upon request, Literacy First Charter Schools may furnish reasonable auxiliary aids and services to qualified individuals with

disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director's office.

I. PRELIMINARY

a. CALL TO ORDER

Meeting was called to order by the Board Chair at _____.

b. ROLL CALL

	Present	Absent
Mr. Sal Campos, President	_____	_____
Mr. Mark Ferguson, Vice President	_____	_____
Mrs. Priscilla Schreiber, Acting Secretary	_____	_____
Mrs. Lucy Razooky, Board Member	_____	_____

c. FLAG SALUTE

It is recommended that the Board approve the May 12, 2021 Agenda.

Motion: ____ Action: ____
Second: ____ Vote: ____

It is recommended that the Board approve the minutes of the April 21, 2021 and the May 10, 2021 board meetings.

Motion: ____ Action: ____
Second: ____ Vote: ____

II. COMMUNICATIONS

Visitor's Petitions, Correspondence: Individual presentation shall be for no more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

III. Board On Track Presentation: Asian Jackson

IV. STAFF REPORTS

a. Executive Director's Report

- i. **School programs and attendance**
- ii. **Induction Program: Justin Stinson**
- iii. **LCAP: Gail Stroben**
- iv. **College and Career update: Danny Sanchez**
- v. **End of year COVID performance pay**

- b. Chief Business Officer’s Report**
 - i. Financial update as of April 30, 2021**
 - ii. Salary Schedules**
 - iii. Update on PPP Loan forgiveness application (1.13) and questionnaire (1.20).**
 - iv. Expanded Learning Opportunity Grant Plan**
 - v. Update on AB 86, CARES Act II, and CARES Act III funding details**
 - vi. Update on Title I funds for 2020-21: Targeted Assistance School Program Plan**
 - vii. Update on LCHS project: construction timeline, grading, costs to break ground.**
 - viii. Projected 2021-22 budget**
 - ix. 2nd interim SDCOE Letter**

V. ITEMS SCHEDULED FOR ACTION

a. Expanded Learning Opportunity Grant Plan

It is recommended that the Board approve Agenda Item A	Motion: ____ Action: ____ Second: ____ Vote: ____
--	--

b. Targeted Assistance School Program Plan

It is recommended that the Board approve Agenda Item B	Motion: ____ Action: ____ Second: ____ Vote: ____
--	--

c. Salary Schedules

It is recommended that the Board approve Agenda Item C	Motion: ____ Action: ____ Second: ____ Vote: ____
--	--

- d. Committee on Assignment (COA) Board Approval will allow Mr. Chris Castberg's assignment to teach high school ceramics in the 2021-2022) school year and is in compliance with the Superintendent of the San Diego County Board of Education. EC 44258.7 (c)(d) (Elective classes only)**

It is recommended that the Board approve Agenda Item D	Motion: ____ Action: ____ Second: ____ Vote: ____
--	--

e. Vote on a candidate to fill the vacant seat on the board

	Motion: ____ Action: ____ Second: ____ Vote: ____
--	--

f. Resolution 2106 authorizing in-person and extended learning COVID related stipend

It is recommended that the Board approve Agenda Item F

Motion: ____ Action: ____
Second: ____ Vote: ____

g. Authorize CBO to execute contracts with Pacific Cornerstone Architects / HED and Hamann Companies to bring the LCHS Chase Ave project through permitting.

It is recommended that the Board approve Agenda Item G

Motion: ____ Action: ____
Second: ____ Vote: ____

h.

It is recommended that the Board approve Agenda Item H

Motion: ____ Action: ____
Second: ____ Vote: ____

i.

It is recommended that the Board approve Agenda Item I

Motion: ____ Action: ____
Second: ____ Vote: ____

VII. BOARD ITEMS/REPORTS

a. Board Discussion

- i. View public comments during SDCOE meeting

VIII. CLOSED SESSION

a.

IX. PUBLIC SESSION

- a. Reconvene to Open Session: The meeting was reconvened to open session at**

_____.

- b. Public Report on Action Taken in Closed Session (includes the vote or abstention of every member present).

X. ADJOURNMENT

The meeting was adjourned at _____.

Literacy First Charter School

Minutes of the Board of Trustees Meeting

April 21st, 2021 5:00 PM Regular Meeting

Location: 698 W Main St. El Cajon, CA 92020 -Auditorium

I. PRELIMINARY

- a. OPEN SESSION CALL TO ORDER

Start of Meeting – 5:03PM – Sal Campos (Board Chair)

- b. ROLL CALL – **Governance Team:** Present Voting Board Trustees— Sal Campos, Priscilla Schreiber, Mark Ferguson, and Lucy Razooky,
Non-Voting Members – Debbie Beyer/Executive Director and Steve Robinson/Chief Business Officer

- c. FLAG SALUTE

- d. Approve the following:

1. Approve the Agenda for the April 21, 2021 Board Meeting as Recommended:

Motion was made by Schreiber/Seconded by Ferguson - Motion passed 4-0.

2. Approve the Minutes of March 17th, 2021 Board Meeting as Recommended:

Motion was made by Ferguson/Seconded by Campos - Motion passed 4-0

1 & 2

Ferguson	Approve
VACANT	
Campos	Approve
Razooky	Approve
Schreiber	Approve

II. COMMUNICATIONS:

None were received

III. INFORMATIONAL REPORTS/DISCUSSION: Presentations by Staff:

Jaime Robinson updated the Trustees on the Status of State Assessments and working with the State during these unprecedented times. ELA Math tests are shorter than previous assessments and a viability piece has been implemented for distance learning testing. A request to decouple accountability for the science assessment 5th, 8th and HS grades was not granted. LFCS has a 95% participation rate across the board. Staff is preparing for the upcoming State assessments.

Troy Beyer presented on Technology regarding increased equipment purchases, tech support in the classrooms, equipment inventory and replacement management across the board, as well as, home and student computer support. Troy will work with Steve Robinson to secure funding for present and future technology needs and maintenance. LFCS has 800 Chromebooks on hand and purchased an additional 1,000 new Chromebooks. The number one priority is providing computers for “one-to-one” testing in those classrooms giving the Smarter Balance Assessment. Troy is replacing old classroom touch screens with new improved models and replacing the high school tech lab equipment with 30 new computers. He is hiring a technician to set up and restructure the WIFI at the high school. This endeavor will be at an estimated investment of \$40K and can transfer to the new high school location. This summer, Troy will be implementing a Bar Code system for tracking tech devices and managing inventory.

Troy also introduced the first data results associated with the use of AIMSWEB, a nationally normed assessment. If viewed as a longitudinal study of the effectiveness of the LFCS reading instruction, intervention, and support program the recent data shows incredible growth from 2nd through 8th grade. Each year shows an increase in above average readers (above 75th percentile) and a decrease in below average readers (below the 25th percentile). The Board agrees that using the LFCS general Education instructional practices, in combination with our ELD program RTI/MTSS tiered framework, and special education program is a huge success. Kudos to our teachers/staff for the data input and early intervention to bring about successful outcomes.

A. EXECUTIVE DIRECTOR’S REPORT - Debbie Beyer

1. School programs and attendance - High School started back Monday April 19th with 5 students choosing to continue with distance learning. This year PLEF will not be using the usual entertainment books for fundraising at the high school. They have introduced “Operation Lion Heart” a different kind of fundraising... Coin War+Lion Heart Dress Up Day. Because athletic teams are in progress all at once this will help to show support for all the teams. Field Trips have started back up. Average percentage for school attendance minus the Freedom Academy is at 97.32%. LFSC has received 770 K-12 enrollment applications with only 70 available spots. The lottery will be held on May 18th at 4PM.

2. Charter Renewal and Material Revision Update - While LFCS received a 5-year renewal we were denied our request for the 7-year renewal term. LFCS was also granted its request for a material revision.
3. End of Year Merit Pay - *Steve will bring back some funding scenarios as it is the consensus of the Board to support our hardworking staff, especially, with the added requirements brought on by the COVID pandemic.

B. CHIEF BUSINESS OFFICER’S REPORT: Steve Robinson

1. Financial Update - (As of 3/31/21) The Budget by Line Item Description was presented to the Board for review and discussion.
2. 2019-2020 Audit review - No change in status, still waiting for the final report. Additionally, it was determined that our bond debt ratio has been negatively impacted due to various funding dynamics so our auditor is submitting a letter to the bonding agency to explain the nuance. The receipt of fiscal year 2020 deferred SB 740 funds has rectified this matter and the application for 2021-22 SB 740 funds has been completed and submitted.
3. Update: PPP Loan Forgiveness Application - Application submitted 90 days ago. Federal response timeline 90 days, application still pending.
4. CalSTRS Audit Update - Still waiting on Final Audit.
5. Update on AB-86 (Monies tied to Title 1), CARES Act II/CARES Act III
6. Title I Funds for 2020-2021 - Above items 5-6 are still in the works.
7. All Board Members have complied with filing their 700 Forms.

IV. ITEMS SCHEDULED FOR ACTION:

- A. Approve the LFCS Conflict of Interest Policy - Motion by Schreiber/Second by Campos, Passed Unanimously

A-G:

Ferguson	Approve
VACANT	
Campos	Approve
Razooky	Approve
Schreiber	Approve

V. BOARD ITEMS/REPORTS:

- a) The Board, by consensus, approved an invitation to BoardOnTrack to come to its next meeting for a presentation of their management tools and Board Development strategies.

VI. CLOSED SESSION: Motion to convene in closed session at 7:35PM by Schreiber/Second by Ferguson - Motion Passed Unanimously 4-0.

Real Estate Matters - No Action/Discussion Only

Liberty Charter HS. Legal Matters - No Action

VII. Reconvene to Open Session at 8:01PM - Motion by Schreiber/Second by Razooky- Motion Passed Unanimously 4-0.

ADJOURNMENT

The meeting was concluded at 8:10 PM on a motion by Ferguson/Seconded by Razooky

NOTE: Items for Future Discussion/Action/Board Calendar:

1. Board's ongoing recruiting and interviewing of potential Board candidates. Possible Interview slated for May 10th.
2. Hold Board Member Elections and Officer Elections at the June 2021 Board Meeting, **Place on Board Calendar.**
4. Board members to seek opportunity's for Board Development and Strategic Planning workshops.

Respectfully Submitted,
Priscilla Schreiber
Board Member - Recording Secretary